

MEETING MINUTES
Contractor Safety Forum
Friday, November 17, 2000

Donnie George Chairperson of the Contractor Safety Forum (CSF), welcomed team members and special guests Jim Ellis and Dennis Davis from the MSFC S&MA office. Donnie reviewed the emergency evacuation routes from the building. Rhonda Mann presented a safety tip on bloodborne pathogens.

NEW BUSINESS:

Thiokol Safety Review – Representatives from Thiokol conducted a safety review of the MSFC safety program from September 18-22, 2000. Dennis Davis discussed the results of the review. Areas for improvement include the safety inspection and meeting process, communication of safety related information, S&MA organizational interface, safety training, lockout/tag out and Personal Protective Equipment. Jim Ellis assured CSF members that the recommendations and findings from the review will be tracked and statused at the Central SHE. Dennis Davis provided copies of contractor PEP surveys.

Ergonomics - The new ergonomics standard is scheduled to be signed by the President on January 16, 2001. Discussions with regards to how the standard might affect the current process for requesting ergonomics assessments/equipment through MSFC vs. contractor furnished equipment vs. the current lack of MSFC ergonomics budget was briefly discussed. A link to an informational bulletin handed out in the meeting can be found at the following URL: <http://www.osha-slc.gov/ergonomics-standard/informationkit/standardfactsheet.pdf>.

Close Calls – Tabled until next meeting

Shuttle Commemorative Christmas Ornament – Shelby Weathers asked Ben Anderson to pass around a Christmas ornament commemorating the 100th mission. The ornament will be given to Civil Service employees. Contractors are invited to purchase directly from the vendor if desired.

OLD BUSINESS:

FOCUS GROUP UPDATES:

Contractor Safety Program Evaluation Criteria – Rob Kuen reported that the contractor safety program evaluation criteria is still in the review process at MSFC. Jim Ellis took an action to try to speed up the process.

Contractor Safety 2000 Training – The training plan has been developed. There are approximately 3700 employees requiring training and about 38 people volunteering to

take the train the trainer course. The course should be available sometime in the next 2 weeks. Phil Robbins is developing the training material.

Communications – John Isom reported that the Contractor Safety Forum exhibit on Safety Day was a great success. John also briefly discussed the most recent CSF newsletters. Discussions with regards to consolidating the MSFC, CSF and MSAT monthly newsletters resulted in John and Phil Robbins taking an action to meet to discuss.

Closing Comments – Donnie George thanked Forum members for their participation. Meeting adjourned at 9:35 AM.

The next meeting is TBD. An email notice will be distributed when the date/time have been determined.